

# MERIT–Application Guide

A Quick-Steps Guide for the *Conference/Special Event/Practitioner Application*

The Managed Education and Registry Information Tool (MERIT) is operated by the Washington State Department of Early Learning



**P**rofessional **D**evelopment **P**athways

[merit.del.wa.gov](http://merit.del.wa.gov)

# Application Basics

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The conference / special event / practitioner training application is intended for trainers and organizations who do not provide training on a frequent basis, but offer quality educational opportunities across the state and would like to offer STARS hours.

An organization or individual must sponsor the event and identify an individual with a STARS ID who can submit the application in MERIT. For example, an organization administrator who has access to the organization's account in MERIT will not be able to access the application if they have not applied for a STARS ID. Instructions for applying for a STARS ID can be found in the "[User Manual for Early Care & Education and School-Age Professionals](#)" available on the [MERIT homepage](#). Once the STARS ID is assigned, the conference / special event / practitioner application will become available on the "Applications" tab in MERIT.

Additional requirements are that the individual must complete an application at least three weeks prior to the event. MERIT will not allow applications to be submitted if the event occurs in less than three weeks' time.

This application is a very quick form that asks for information on the overall event, session and presenter. If there is more than one session, the sponsoring entity must complete brief information on each session in order to accurately grant STARS hours.

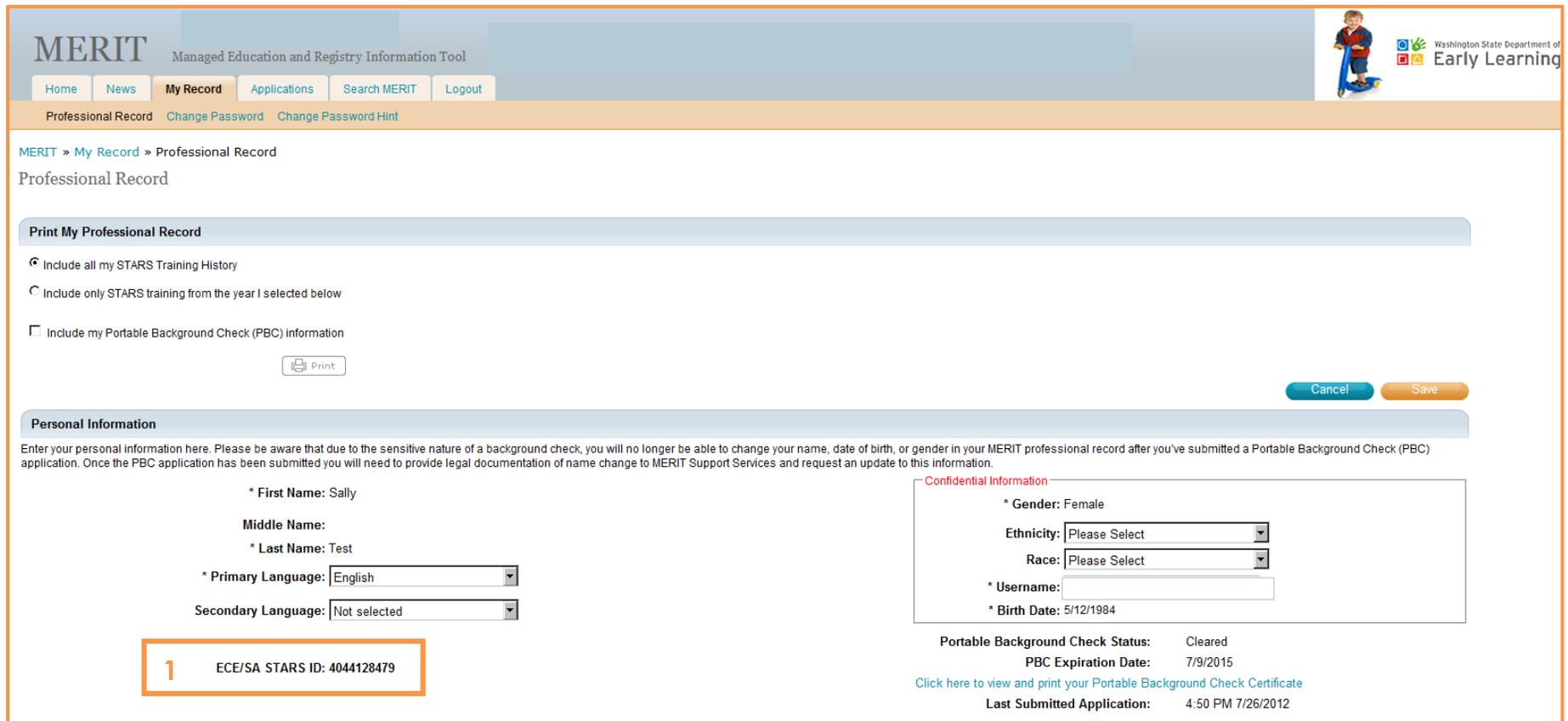
Once the application is approved and the event takes place, the sponsoring organization must also agree to complete the training roster(s) after the event to connect this training to participants' training histories.

## **This application guide includes steps on:**

1. [Accessing the application in MERIT](#)
2. Submitting the application in MERIT
  - a. [Step 1: Event Information](#)
  - b. [Step 2: Session Information](#)
  - c. [Step 3: Review & Submit](#)
3. [Accessing the attendance rosters after the event](#)
4. [Managing the attendance rosters after the event](#)
5. [Exporting the attendance roster](#)

# Accessing the Application

- 1) To access the conference/special event/practitioner application, you first need a professional record in MERIT with a STARS ID. If you have not already applied for a STARS ID, you can find instructions for this in the "[User Manual for Early Care & Education and School-Age Professionals](#)" available on the [MERIT homepage](#).



The screenshot shows the MERIT (Managed Education and Registry Information Tool) interface. The user is logged in and viewing their Professional Record. The page includes a navigation menu with options like Home, News, My Record, Applications, Search MERIT, and Logout. The main content area is titled 'Professional Record' and contains a 'Print My Professional Record' section with radio buttons for including STARS Training History and a checkbox for including Portable Background Check (PBC) information. Below this is the 'Personal Information' section, which includes fields for First Name (Sally), Middle Name, Last Name (Test), Primary Language (English), and Secondary Language (Not selected). A 'Confidential Information' box contains fields for Gender (Female), Ethnicity (Please Select), Race (Please Select), Username, and Birth Date (5/12/1984). At the bottom, there is a 'Portable Background Check Status' section showing 'Cleared' and 'PBC Expiration Date: 7/9/2015'. A link is provided to view and print the PBC Certificate, and the last submitted application date is 4:50 PM 7/26/2012. A red box highlights the STARS ID: 4044128479.

**MERIT** Managed Education and Registry Information Tool

Home News **My Record** Applications Search MERIT Logout

Professional Record Change Password Change Password Hint

MERIT » My Record » Professional Record

Professional Record

**Print My Professional Record**

Include all my STARS Training History

Include only STARS training from the year I selected below

Include my Portable Background Check (PBC) information

**Personal Information**

Enter your personal information here. Please be aware that due to the sensitive nature of a background check, you will no longer be able to change your name, date of birth, or gender in your MERIT professional record after you've submitted a Portable Background Check (PBC) application. Once the PBC application has been submitted you will need to provide legal documentation of name change to MERIT Support Services and request an update to this information.

\* First Name: Sally

Middle Name:

\* Last Name: Test

\* Primary Language: English

Secondary Language: Not selected

**Confidential Information**

\* Gender: Female

Ethnicity: Please Select

Race: Please Select

\* Username:

\* Birth Date: 5/12/1984

Portable Background Check Status: Cleared

PBC Expiration Date: 7/9/2015

[Click here to view and print your Portable Background Check Certificate](#)

Last Submitted Application: 4:50 PM 7/26/2012

**1** ECE/SA STARS ID: 4044128479

# Accessing the Application (continued)

- 2) Once you are signed in to your professional record with STARS ID, select the “**Applications**” tab.
- 3) Select the “**Conference / Special Event / Practitioner Application.**”

The screenshot shows the MERIT website interface. At the top, the logo 'MERIT' is followed by the text 'Managed Education and Professional Registry Information Tool'. Below this is a navigation bar with buttons for 'Home', 'News', 'My Record', 'Applications', 'Search MERIT', and 'Logout'. The 'Applications' button is highlighted with an orange box and a circled number '1'. Below the navigation bar, the breadcrumb 'MERIT » Applications' is shown, followed by the heading 'Applications'. The main content area is divided into three sections, each with a title bar: 'Early Care & Education and School-age Professionals (ECE/SA)', 'Facility Licensed or Certified by the Department of Early Learning (DEL)', and 'State-Approved Trainers and Events'. Under the 'Early Care & Education and School-age Professionals (ECE/SA)' section, there are four application types listed: 'STARS ID Number', 'Education Application', 'Educational Exemption', and 'Continuing Education Proposal'. Under the 'Facility Licensed or Certified by the Department of Early Learning (DEL)' section, there is one application type: 'Facility Registration'. Under the 'State-Approved Trainers and Events' section, there are two application types: 'State-Approved Trainer Application' and 'Conference/Special Event/Practitioner Application'. The 'Conference/Special Event/Practitioner Application' link is highlighted with an orange box and a circled number '2'. At the bottom of the page, there is a 'NOTE: Applications are subject to change and will be updated as deemed necessary. Un-submitted electronic applications must comply with the new requirements.'

**MERIT** Managed Education and Professional Registry Information Tool

Home News My Record **Applications** Search MERIT Logout

MERIT » Applications

## Applications

### Early Care & Education and School-age Professionals (ECE/SA)

STARS ID Number You have already submitted an STARS ID Request. [View Submitted STARS ID Request](#)

[Education Application](#) Use this application to verify your education including high school, credentials, college and /or advanced degree information. You will need to submit supporting documents to the Department of Early Learning (DEL) for verification. Examples include official transcripts, certificates and credentials. Upon approval, you will be automatically be evaluated for placement on the [Washington State Career Lattice](#)

[Educational Exemption](#) Use this application to request an exemption from the 20 Hour Basic STARS training requirement based on your education. You must be currently employed in a child care facility licensed or certified by the Department of Early Learning (DEL) in order to be eligible for an exemption. You will need to submit supporting documents to DEL for verification.

[Continuing Education Proposal](#) Use this application to request STARS credit hours for trainings taken out-of-state, from a non-state-approved trainer or for a college class that is **not** within a college's Early Childhood Education Department. You will need to submit supporting documents to the Department of Early Learning (DEL) for verification.

### Facility Licensed or Certified by the Department of Early Learning (DEL)

[Facility Registration](#) Use this application to request access to create and maintain a profile of your child care facility licensed or certified by the DEL. Upon approval by your DEL Licensor, you will be able to use MERIT as a management tool for your facility.

### State-Approved Trainers and Events

[State-Approved Trainer Application](#) Use this application to apply to become a state-approved trainer at any level.

[Conference/Special Event/Practitioner Application](#) Use this application if you are a sponsoring organization or entity and are requesting STARS credit hours for a "one-time" training event. Training events may include conferences, institutes or visiting speakers.

### Portable Background Check Application

[Portable Background Check Application](#) Use this application to request a Portable Background Check (PBC) if you are applying to work, working, volunteering, or you are a household member at a licensed or certified child care facility.

**NOTE:** Applications are subject to change and will be updated as deemed necessary. Un-submitted electronic applications must comply with the new requirements.

# Step 1: Event Information

- 1) Step 1 asks for general information about the event. In the case of a conference, this would include the main conference details. For one time events, this would include information specific to that event.

**MERIT** Managed Education and Registry Information Tool

Home News My Record **Applications** Search MERIT Logout

MERIT » Applications » Conference/Special Event/Practitioner Application

1 2 3

Conference/Special Event/Practitioner Application Session Information Review & Submit

Next →

This application is intended for individuals who do not provide professional development in Washington State on an on-going basis, but are brought in by a professional development organization for a "one-time" event. The event may be a keynote address, a workshop at a conference, or a professional development institute that may last over several days.

The professional development organization that is sponsoring the professional development event must apply for approval at least 3 weeks prior to the event. DEL will review the goals and purpose of the event, a description of the workshop content and information on the background of instructors.

Upon approval, DEL will issue an event-specific professional development trainer approval. Sponsoring organizations are responsible for completing training rosters in MERIT to ensure that STARS credit appears on each participant's training history.

**1**

**Event Information**

\* Title of Event:

\* Professional Event Description:

## Step 1: Event Information (continued)

- 2) **Publicly Available.** You can check this box if you would like the event to display in the online calendar in MERIT, accessed through the "Search MERIT" feature.
- 3) **Is the event affiliated with an Organization?** If the event is affiliated with an organization currently listed in MERIT, select "Yes" and begin typing the name of the organization. A list of possible matches will appear. Select the correct organization. If you don't see the organization, click here to learn more [about adding organizations to MERIT](#).

Affiliating an organization will:

- Allow professionals to search for the training either by your name or by the organization name in the online calendar using the [Search MERIT](#) feature.
  - Give the affiliated organization the ability to view reports on trainings with which they are associated.
- 4) **Allow the Organization to administer the training roster?** Check this box if you need administrative assistance in completing the attendance rosters.

2

**Publicly Available:**

Please check this box if you would like the event to be advertised across the state and open to all participants. Do not check this box if you have a set participant list and are not opening the training to additional participants.

3

**\* Is the event affiliated with an Organization?**

Yes  No

To search for an organization, click in the field labeled "Organization" and begin typing the organization name. The system will display a list of active organizations based on the entry in the Organization field.

**\* Organization:**

4

**Allow the Organization to administer the session rosters?**

## Step 1: Event Information (continued)

- 5) Complete the fields with the appropriate information for the **time, location** and **contact details**.

**5**

\* Event Start Date:  mm/dd/yyyy

\* Event End Date:  mm/dd/yyyy

\* Registration Phone:  (555)555-5555 ext. 1234

\* Cost:

\* Contact Phone:  (555)555-5555 ext. 1234

Amount:

Registration Website:

Address 1:

Address 2:  (optional) Apt, floor, suite, etc.

City:

State:

Zip Code:  12345-6789

County:

Country:

- 6) **Event Target Audience** is intended to gather information on the type of audience for whom this event is designed. For example, if you are providing training specifically for care givers who work in licensed family child care, select "Family Home."

**6**

**Event Target Audience**

\* Check all audiences for the event is targeting

Check/Uncheck All

<input type="checkbox"/> Administrators	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Early Childhood Education and Assistance Program (ECEAP)	<input type="checkbox"/> Family Home
<input type="checkbox"/> Family, Friend & Neighbor	<input type="checkbox"/> Head Start	<input type="checkbox"/> K-12 Educators	<input type="checkbox"/> Military
<input type="checkbox"/> P-3 Educators	<input type="checkbox"/> Parents/Relatives	<input type="checkbox"/> School-Age	<input type="checkbox"/> Trainers
<input type="checkbox"/> Tribal Nations			

**7**

Next 

- 7) Click "**Next**" to save and continue.

# Step 2: Session Information

- 1) Step 2 asks for information about the session(s) included as part of the main event. In the case of a conference, this would include adding a session for each training, workshop, etc. provided during the conference. Each session will be viewed as a separate 'training' with its own attendance roster.

The screenshot displays the MERIT (Managed Education and Registry Information Tool) interface. At the top, the logo 'MERIT' is followed by the text 'Managed Education and Registry Information Tool'. Below this is a navigation menu with buttons for 'Home', 'News', 'My Record', 'Applications' (which is highlighted), 'Search MERIT', and 'Logout'. The main content area shows a breadcrumb trail: 'MERIT » Applications » Conference/Special Event/Practitioner Application'. A progress indicator consists of three numbered steps: '1' (black box), '2' (orange box, currently active), and '3' (grey box). Below the progress indicator are three labels: 'Conference/Special Event/Practitioner Application', 'Session Information', and 'Review & Submit'. There are 'Back' and 'Next' buttons. A large orange box with the number '1' is overlaid on the left side of the 'Session Information' section. This section has a title 'Session Information' and a sub-header 'For each training session, please record information in the table below to accurately assign Core Competency hours.' Below this is a table with a header row: 'Session Title', 'Speaker Name', 'Target Audience', 'Core Competency / Hours', 'Content Focus Group', 'Delete', and 'Edit'. The table body contains the text 'No Records Found'. There are 'Back' and 'Next' buttons at the bottom of the table area.

**1**

**Session Information**

For each training session, please record information in the table below to accurately assign Core Competency hours.

Session Title	Speaker Name	Target Audience	Core Competency / Hours	Content Focus Group	Delete	Edit
No Records Found						

## Step 2: Session Information (continued)

- 2) Complete the field with the appropriate information regarding **the title, speaker, session time** and **date**.
- 3) **Target Audience** is intended to gather information on the type of audience for whom this session is designed. For example, a conference with multiple training sessions may be intended for a wide range of audiences, but a specific session may be focused on a particular group.
- 4) **Core Competency / Hours** will allow you to select the CC areas which apply to the specific session, and the hours for each area. The hours assigned must match the session length.

2

### Session Information

\* Title of Session:  \* Start Date:  mm/dd/yyyy \* Session Length:   
 \* Speaker Name:  \* Start Time:  \* End Time:

3

### Target Audience

\* Check all audiences the training session targets:

Check/Uncheck All

- Administrators       Child Care Center       Early Childhood Education and Assistance Program (ECEAP)       Family Home  
 Family, Friend & Neighbor       Head Start       K-12 Educators       Military  
 P-3 Educators       Parents/Relatives       School-Age       Trainers  
 Tribal Nations

4

### Core Competency / Hours

\* Identify the core competency areas that apply to the training. A minimum of 1 hour must be spent on any competency area to be counted.

Early Care & Education Professionals	Hours	School-Age Professionals	Hours
<input type="checkbox"/> Child Growth & Development	<input type="text"/>	<input type="checkbox"/> Child/Adolescent Growth and Development	<input type="text"/>
<input type="checkbox"/> Curriculum & Learning Environment	<input type="text"/>	<input type="checkbox"/> Learning Environment & Curriculum	<input type="text"/>
<input type="checkbox"/> Ongoing Measurement of Child Progress	<input type="text"/>	<input type="checkbox"/> Child/Adolescent Observation & Assessment	<input type="text"/>
<input type="checkbox"/> Families & Community Partnerships	<input type="text"/>	<input type="checkbox"/> Families, Communities & Schools	<input type="text"/>
<input type="checkbox"/> Health, Safety & Nutrition	<input type="text"/>	<input type="checkbox"/> Safety & Wellness	<input type="text"/>
<input type="checkbox"/> Interactions	<input type="text"/>	<input type="checkbox"/> Interactions with Children/Youth	<input type="text"/>
<input type="checkbox"/> Program Planning & Development	<input type="text"/>	<input type="checkbox"/> Program Planning & Development	<input type="text"/>
<input type="checkbox"/> Professional Development & Leadership	<input type="text"/>	<input type="checkbox"/> Professional Development & Leadership	<input type="text"/>
		<input type="checkbox"/> Cultural Competency & Responsiveness	<input type="text"/>
		<input type="checkbox"/> Youth Empowerment	<input type="text"/>

## Step 2: Session Information (continued)

- 5) **Content Focus Group** is intended to gather information on which age group the content of the training session is focused.
- 6) Click "**Add Another**" if you have multiple sessions to include. Click "**Save**" when you are finished and/or have only one session to include.

5

### Content Focus Group

Check/Uncheck All

<input type="checkbox"/> Prenatal	<input type="checkbox"/> Infants	<input type="checkbox"/> Toddlers	<input type="checkbox"/> Preschool Age Children
<input type="checkbox"/> Pre-Kindergarten Children	<input type="checkbox"/> School-Age Children	<input type="checkbox"/> Youth	<input type="checkbox"/> Special Needs
<input type="checkbox"/> Parents	<input type="checkbox"/> Staff	<input type="checkbox"/> Administrators	<input type="checkbox"/> Other

If Other:

6

- 7) Click "**Next**" to save and continue.

# MERIT

Managed Education and Registry Information To

[Home](#) [News](#) [My Record](#) **[Applications](#)** [Search MERIT](#) [Logout](#)

MERIT » Applications » Conference/Special Event/Practitioner Application

1 — 2 — 3

Conference/Special Event/Practitioner Application      Session Information      Review & Submit

7

### Session Information

For each training session, please record information in the table below to accurately assign Core Competency hours.

Session Title	Speaker Name	Target Audience	Core Competency / Hours	Content Focus Group	Delete	Edit
No Records Found						

# Step 3: Review & Submit

- 1) Step 3 asks you to review the information you have submitted to ensure accuracy and completeness. Each section has an “**Edit Information**” link for your convenience.

**MERIT** Managed Education and Registry Information Tool

Home News My Record **Applications** Search MERIT Logout

MERIT » Applications » Conference/Special Event/Practitioner Application

1 — 2 — 3

Conference/Special Event/Practitioner Application Session Information Review & Submit

← Back

**Review/Edit Data**

**Event Information** [Edit Information](#)

**Title of Event:** C/SEP Test Event

**Professional Event Description:** Description. Description. Description. Description. Description. Description.

**Event Start Date:** 5/5/2013 **Event End Date:** 5/6/2013

**Event Fee:** 50

**Publicly Available:** Yes **Is the event affiliated with an organization?** Yes

**Organization:** DEL - Yakima **Allow the Organization to administer the session rosters?** Yes

**Registration Phone:** (360)123-4567 **Contact Phone:** (360)123-4567

**Registration Website:** http://www.eventinfo.net

**Address:** Address  
City, WA 12345

**Session Information** [Edit Information](#)

Session Title	Speaker Name	Target Audience	Core Competency / Hours	Content Focus Group
Test Session	Speaker	Child Care Center	<b>Early Care &amp; Education Professionals</b> • Curriculum & Learning Environment(2.00)  <b>School-Age Professionals</b>	Toddlers, Preschool Age Children

1

## Step 3: Review & Submit (continued)

- 2) Review the “**Applicant Assurances**” and check each box.
- 3) **Electronically sign** the application by typing your full name as it's listed on your professional record.
- 4) Click “**Submit.**”

**2**

**Applicant Assurances**

- I have read, fully understand, and continue to abide by the [NAEYC Code of Ethical Conduct: Supplement for Early Childhood Educators](#).
- I do not have a documented history of misrepresentation of credentials or other unethical conduct as it relates to licensing or professional development in Washington State.
- I have never been disqualified based on a background check from having unsupervised access to children, juveniles or vulnerable adults.
- I have never received a notice or order from a court or government agency stating that I have or may have physically abused, sexually abused, neglected, abandoned, or exploited a child, juvenile or vulnerable adult.
- I agree to use the standardized STARS training evaluation form.
- I agree to provide a certificate of completion at the time of the training to each participant that meets the requirements of the course detailing the participant's name, trainer name and organization (if applicable), training title, date(s) of training, list of core competency areas and hour(s) satisfied by the training.
- I consent to participation in further training review including a request for additional training information and/or on-site monitoring of trainer qualifications.
- I agree to enter all required training data into MERIT within 10 business days of the training completion date and to enter only accurate and valid data into MERIT including training date ranges, training titles and information.
- I will comply with all requirements and responsibilities associated with the MERIT system, including appropriate and accurate use, and I will neither enter fraudulent information, nor will I manipulate the MERIT system or its functions for any reason that may cause adverse effects to another individual's professional record.
- Information shared with DEL becomes public record and some information in public records is available to the general public upon request.
- All forms and documentation submitted to DEL will become the property of DEL.
- All forms and documentation will not be returned, unless I request in writing to have a specific document returned and I provide a self-addressed, stamped envelope.
- Any form or documentation that appears to have been altered, or on which "white out" is used, will not be verified under any circumstances.
- If my current name is not on the documentation, I must include proof of name change (e.g. copies of court records denoting marriage, divorce or other documenting name change).
- I am responsible for maintaining original documents for my personal records.

**3**

Signature: I, , affirm that the information on this application and the supplemental documentation provided are true and correct to the best of my knowledge.

**4**

- 5) **You'll receive an auto-email** confirming the receipt of your application. This email will include followup instructions for submitting supporting documents for your application, which include **an official description of the event** (examples include: brochure, conference schedule, flyer, etc...) that includes a description of the content of each training. DEL reserves the right to ask for additional information on presenters before approval.

[Send these documents to:](#)

Department of Early Learning  
Attn: MERIT  
PO Box 40970  
Olympia, WA 98504-0970

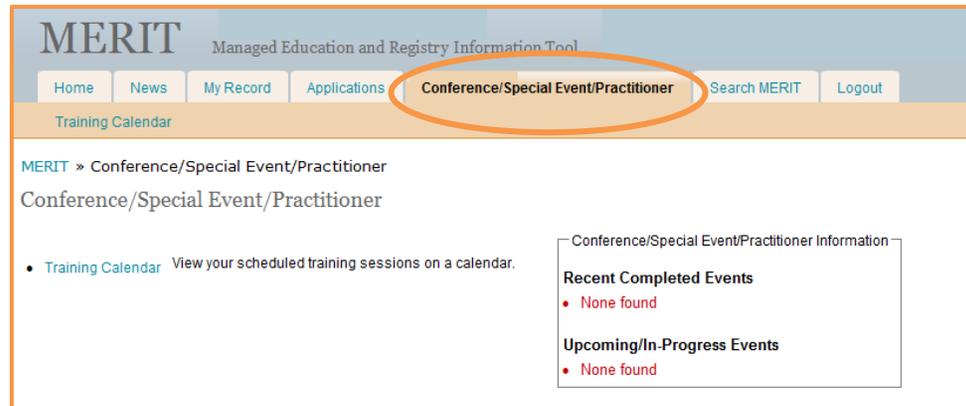
All Conference/Special Event applications will be reviewed within 10 business days of receiving the application and all supporting documents. You will receive an email communication with the approval or denial status of each training session.

# Accessing Attendance Rosters

As part of the application agreement, **you are required to complete the attendance roster for the session(s) within 30 days of the completion date.** Each time you add an attendee to the roster using their STARS ID and a "Pass" status, the training will display in their professional record in MERIT. The attendance roster will become unavailable for edit after 30 days and you will need to contact a MERIT administrator for assistance. MERIT staff will monitor this administrative use and intervention, and will review the history if future applications are submitted.

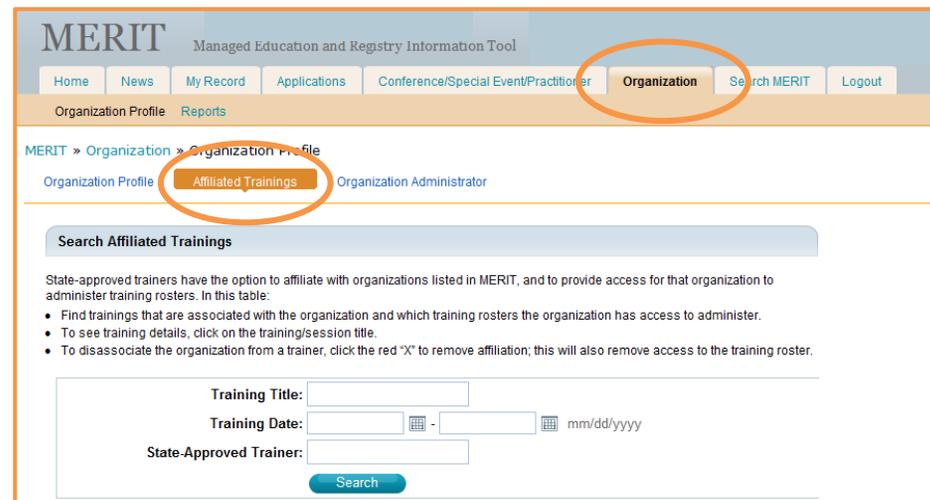
**Attendance rosters may be accessed in two ways.**

- 1) If are the **individual** who submitted the application, you will have a new "**Conference / Special Event / Practitioner**" tab in MERIT once you sign in to your professional record. Click here to continue with instructions on managing rosters from this access point.



The screenshot shows the MERIT interface for the 'Conference/Special Event/Practitioner' section. The top navigation bar includes 'Home', 'News', 'My Record', 'Applications', 'Conference/Special Event/Practitioner' (circled in orange), 'Search MERIT', and 'Logout'. Below the navigation bar, there is a 'Training Calendar' link. The main content area displays 'MERIT » Conference/Special Event/Practitioner' and 'Conference/Special Event/Practitioner'. A list of items includes 'Training Calendar' with a description 'View your scheduled training sessions on a calendar.' To the right, there is a box titled 'Conference/Special Event/Practitioner Information' containing two sections: 'Recent Completed Events' and 'Upcoming/In-Progress Events', both showing 'None found'.

- 2) If you are an **administrator for the organization affiliated** with the conference/event, you will see the event/session details in your "Affiliated Trainings" list and have access to edit the attendance rosters from this page. Click here to continue with instructions on managing rosters from this access point.



The screenshot shows the MERIT interface for the 'Organization' section. The top navigation bar includes 'Home', 'News', 'My Record', 'Applications', 'Conference/Special Event/Practitioner', 'Organization' (circled in orange), 'Search MERIT', and 'Logout'. Below the navigation bar, there is a 'Organization Profile' link. The main content area displays 'MERIT » Organization » Organization Profile' and 'Organization Profile' (circled in orange), 'Affiliated Trainings' (circled in orange), and 'Organization Administrator'. A search bar is present with the text 'Search Affiliated Trainings'. Below the search bar, there is a paragraph of text: 'State-approved trainers have the option to affiliate with organizations listed in MERIT, and to provide access for that organization to administer training rosters. In this table:'. This is followed by a list of instructions: 'Find trainings that are associated with the organization and which training rosters the organization has access to administer.', 'To see training details, click on the training/session title.', and 'To disassociate the organization from a trainer, click the red "X" to remove affiliation; this will also remove access to the training roster.'. Below the text, there is a form with three input fields: 'Training Title:', 'Training Date:' (with a date picker icon and 'mm/dd/yyyy' format), and 'State-Approved Trainer:'. A 'Search' button is located at the bottom of the form.

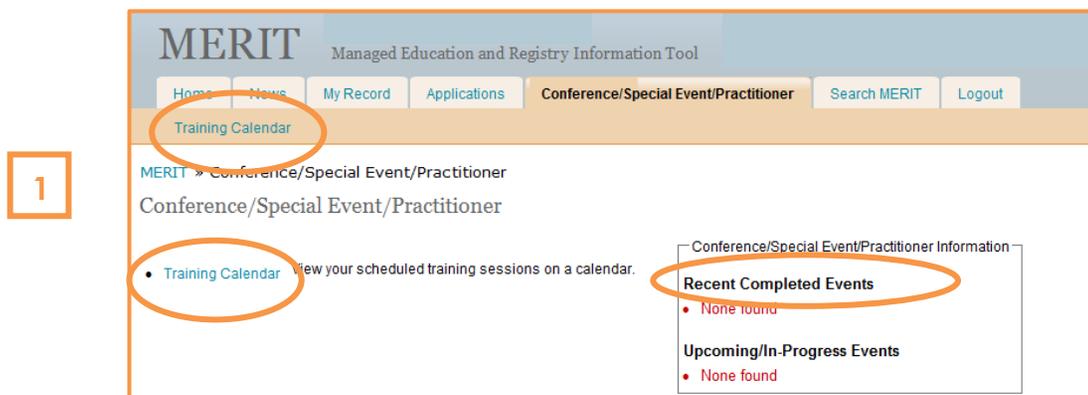
# Accessing Attendance Rosters (continued)

For individuals with the “**Conference / Special Event / Practitioner**” tab, you will see all trainings that fall within 30 days of the current date on the right-hand side of your dashboard page (the page that displays by default when you select this tab). **Recent Completed Events** are ready to have the attendance roster updated. **Upcoming/In-Progress Events** have not occurred yet.

- 1) You may access the attendance roster for your event in either of two ways:
  - a. Select the link for the “**Training Calendar**” in either the orange sub-menu or from your general dashboard screen.

**Or**

  - b. Select the “**Roster**” link in the “Recent Completed Events” section.



- 2) Enter **at least one search criteria**, such as the date of the event, and click “**Search.**”
- 3) From the list of search results, select the **Edit Icon** in the Roster column.

Use the **View** options to search for a training you have created:

- **Calendar**: Use the left/right arrows to scroll through the calendar and find a training, or the down arrow to select a specific day, month and/or year.
- **Search** allows you to enter criteria to find a specific training in your calendar from list of search results.

Clicking on the training title will open the training details and access to the **training attendee roster**.

View:  **Key:** Cancelled - Training has been cancelled Active - Training is active Complete - Training attendance list has been completed

**2** Find Training

Title:

Training Date:  -  mm/dd/yyyy

**3**

Title	Start	End	Description	Roster
C/SE/P Test Event	5/5/2013	5/6/2013	Description. Description. Description. Description. Description. Description.	
Test Session	5/5/2013	5/5/2013		

# Accessing Attendance Rosters (continued)

For an **administrator for the organization affiliated** with the conference/event, you will see the event/session details in your "Affiliated Trainings" list and have access to edit the attendance rosters from this page.

- 1) Click "**Search**" to see all affiliated trainings, or enter at least one search criteria to narrow your search results.
- 2) From the list of search results, select the **Edit Icon** in the Roster column.

**MERIT** Managed Education and Registry Information Tool

Home News My Record Applications **Organization** Search MERIT Logout

Organization Profile Reports

MERIT » Organization » Organization Profile

Organization Profile **Affiliated Trainings** Organization Administrator

### Search Affiliated Trainings

State-approved trainers have the option to affiliate with organizations listed in MERIT, and to provide access for that organization to administer training rosters. In this table:

- Find trainings that are associated with the organization and which training rosters the organization has access to administer.
- To see training details, click on the training/session title.
- To disassociate the organization from a trainer, click the red "X" to remove affiliation; this will also remove access to the training roster.

1

Training Title:

Training Date:  -  mm/dd/yyyy

State-Approved Trainer:

Search

2

Type	Trainer Name	Session Title	Event	Date	Disassociate	Roster
Training	Ana Torres	Test Training Session 10		3/1/2012 12:00 AM - 6/30/2012 11:59 PM	X	
Training	Ana Torres	Test Training Session 36		4/1/2012 12:00 AM - 8/31/2012 11:59 PM	X	
Conference/Special Event Session	Speaker Name	Session 1	Test C/SE	8/9/2012 12:00 AM - 9:00 AM		
Conference/Special Event Session	Speaker Name	Session 3	Test C/SE	8/9/2012 12:00 AM - 11:00 AM		
Conference/Special Event		Test C/SE		8/9/2012 12:00 AM - 11:59 PM	X	

# Managing Attendance Rosters

As part of the application agreement, **you are required to complete the attendance roster for the session(s) within 30 days of the completion date.** Each time you add an attendee to the roster using their STARS ID and a "Pass" status, the training will display in their professional record in MERIT.

The attendance roster will become unavailable for edit after 30 days and you will need to contact a MERIT administrator for assistance. MERIT staff will monitor this administrative use and intervention, and will review the history if future applications are submitted.

## To do this:

- 1) Select the **plus sign (+)** next to **Click here to add Attendee to Roster.**

MERIT » Conference/Special Event/Practitioner » Training Calendar » Roster

[← Back](#)

### Roster

Roster is complete

**Click here to add an Attendee to the Roster**

Placeholder Record?	First Name	Last Name	STARS ID	Status	Date Completed	Amount Paid	Email		
No Records Found									

Roster is complete

### Session Details

**Session Title:** Test Session  
**Session Dates:** 5/5/2013 (8:00 AM - 10:00 AM)  
**Speaker Name:** Speaker  
**Session Length:** 2.00 hr  
**Target Audience:** Child Care Center  
**Core Competency:** **Early Care & Education Professionals**

- Curriculum & Learning Environment(2.00)

**School-Age Professionals**

- None found

**Registration #:** (360)123-4567  
**Content Focus Group:** Toddlers, Preschool Age Children

Cancelled?

[← Back](#)

# Managing Attendance Rosters (continued)

## 2) Does the attendee have a STARS ID?

A) If the attendee provided a STARS ID, select **Yes** and **continue to Step 3**.

B) If the attendee did not have or provide a STARS ID at the time of the training, select **No** and **skip to Step 10**.

## 3) Use the search fields to enter at least one or more search criteria and select **Search**.

Fewer search fields yield larger search results. Filter these results by adding more search criteria as needed.

**Attendee Information**

Does the attendee have a STARS ID?  Yes  No

Find Early Care & Education and School-age Professionals (ECE/SA)

▼ Hide Search Options

**STARS ID:**

**First Name:**

**Last Name:**

**Middle Name:**

**Birth Date:**

**City:**

**Zip Code:**

*You must enter at least a STARS ID, first or last name.*

**3**

**Training Information**

\* **Training Status:**  Pass  Registered  Fail  Incomplete  No Show

**Date Completed:**  mm/dd/yyyy

**Amount Paid:**

# Managing Attendance Rosters (continued)

4) **Select** the correct professional/STARS ID record from the list of search results.

Attendee Information

Does the attendee have a STARS ID?  Yes  No

Find Early Care & Education and School-age Professionals (ECE/SA)

[New Search](#)

Search Results

Maria Cardenas	STARS ID: 120357852	<a href="#">Select</a>
Maria Cardenas	STARS ID: 124682096	<a href="#">Select</a>
Maria Cardenas	STARS ID: 482097904	<a href="#">Select</a>
Maria Cardenas	STARS ID: 724728602	<a href="#">Select</a>

Page size: 10 Items 1 to 4 of 4

Training Information

\* Training Status:  Pass  Registered  Fail  Incomplete  No Show

Date Completed:  mm/dd/yyyy

Amount Paid:

[Cancel](#) [Save](#) [Add Another](#)

5) **Training Status.** Select the appropriate status: **Pass** for successful training completion; **Registered** for future trainings; **Fail**, **Incomplete**, or **No Show** as appropriate for non-successful training completion. Only a Pass status will update an attendee's professional record in MERIT.

Attendee Information

Training Attendee Information [Edit](#)

STARS ID: 124682096

First Name: Maria

Last Name: Cardenas

Birth Date: 5/5/1980

Training Information

\* Training Status:  Pass  Registered  Fail  Incomplete  No Show

Date Completed:  mm/dd/yyyy

Amount Paid:

[Cancel](#) [Save](#) [Add Another](#)

## Managing Attendance Rosters (continued)

- 6) **Date Completed.** The training completion date will automatically populate this field, but may be edited if the attendee completed the training on a different date. This occurs most frequently for unscheduled trainings such as self-paced/correspondence or online trainings.
- 7) **Amount Paid.** The amount paid will automatically populate this field based on the training details, but may be edited if the attendee has paid a different amount.
- 8) Select **"Save"** if finished, or **"Add Another"** to add more attendees.

**Attendee Information**

**Training Attendee Information** [Edit](#)

STARS ID: 124682096  
First Name: Maria  
Last Name: Cardenas  
Birth Date: 5/5/1980

**Training Information**

\* Training Status:  Pass  Registered  Fail  Incomplete  No Show

Date Completed: 2/22/2012 mm/dd/yyyy

Amount Paid: 30.00

[Cancel](#) [Save](#) [Add Another](#)

- 9) A successful addition to the training roster will display. Use the **Edit Icon** located on the far right of the record as needed.

MERIT > State-Approved Trainer > Training Calendar > Roster

[← Back](#)

Roster is complete

[Export](#)

[+ Click here to add an Attendee to the Roster](#)

Placeholder Record?	First Name	Last Name	STARS ID	Status	Date Completed	Amount Paid	Email		
<input checked="" type="checkbox"/>	Jane	Doe		Pass	2/22/2012	\$30.00		✗	
<input type="checkbox"/>	John	Price	552664544	Pass	2/22/2012	\$30.00		✗	
<input type="checkbox"/>	Kimberly	Adams	132408772	Pass	2/22/2012	\$30.00		✗	
<input type="checkbox"/>	Maria	Cardenas	124682096	Pass	2/22/2012	\$30.00		✗	

Roster is complete

# Managing Attendance Rosters (continued)

10) **Placeholder Records.** Continuing from Step 2-B, if the attendee did not have or provide a STARS ID at the time of the training, you can either use the search fields to find the STARS ID or you can create a Placeholder Record. **Creating an electronic attendance record is your verification of training attendance.** Placeholder records will eliminate the paper trail for trainings and allow you to keep an accurate electronic record of attendance, regardless of whether the attendee had a STARS ID.

We ask that you **create placeholder records for all attendees without STARS IDs** as this will allow DEL MERIT staff to verify attendance if we are contacted by a professional at a later date who requests to be added to a training roster.

### To do this:

- A) Select **No** for the question **Does the attendee have a STARS ID?**
- B) Enter the attendee's details to create a placeholder record. A minimum of first name, last name and training status is required.
- C) Select **Save**.

**A**

**B**

**C**

D) A placeholder record will display with a designation in the training roster column, and a STARS ID will not be present.

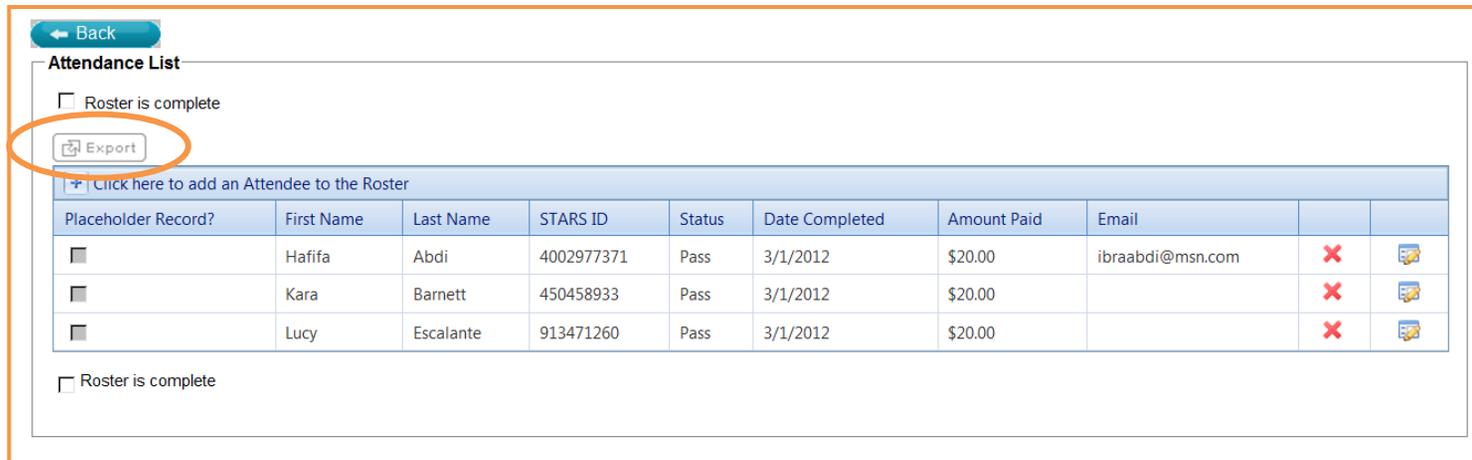
**D**

+ Click here to add an Attendee to the Roster									
Placeholder Record?	First Name	Last Name	STARS ID	Status	Date Completed	Amount Paid	Email		
<input checked="" type="checkbox"/>	Jane	Doe		Pass	2/22/2012	\$30.00		✗	📄
<input type="checkbox"/>	John	Price	552664544	Pass	2/22/2012	\$30.00		✗	📄
<input type="checkbox"/>	Kimberly	Adams	132408772	Pass	2/22/2012	\$30.00		✗	📄
<input type="checkbox"/>	Maria	Cardenas	124682096	Pass	2/22/2012	\$30.00		✗	📄

E) You may **edit the placeholder record** by selecting the **Edit Icon** and selecting **Yes** for the question **Does the attendee have a STARS ID?** and following steps 5 – 10 to add the attendee using their STARS ID.

# Exporting Attendance Rosters

**Export.** The attendance roster can be exported to a Microsoft Excel file, allowing you to print a sign in sheet for your training. Adding registered attendees to the roster will also allow them to confirm their information at the time of the training.



The screenshot shows a web interface for managing an attendance roster. At the top left, there is a blue button labeled 'Back'. Below it, the title 'Attendance List' is displayed. A checkbox labeled 'Roster is complete' is present. A button labeled 'Export' with a document icon is circled in orange. Below the button is a link that says 'Click here to add an Attendee to the Roster'. A table with the following columns is shown: Placeholder Record?, First Name, Last Name, STARS ID, Status, Date Completed, Amount Paid, Email, and two empty columns. The table contains three rows of data. Below the table, another checkbox labeled 'Roster is complete' is visible.

Placeholder Record?	First Name	Last Name	STARS ID	Status	Date Completed	Amount Paid	Email		
<input type="checkbox"/>	Hafifa	Abdi	4002977371	Pass	3/1/2012	\$20.00	ibraabdi@msn.com	✗	
<input type="checkbox"/>	Kara	Barnett	450458933	Pass	3/1/2012	\$20.00		✗	
<input type="checkbox"/>	Lucy	Escalante	913471260	Pass	3/1/2012	\$20.00		✗	